



N E L S O N M A N D E L A
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Rules and guidelines when using the archive

- No documents or books from the reference collection are to be removed from the Reading Room under any circumstance. They can only be consulted in the Reading Room.
- Researchers are permitted to use only soft pencils or a personal computer.
- Cameras must utilise the ambient light and the use of flashlight is not permitted.
- Up to three boxes of materials can be requested at any time, but only one box at a time can be used by the researcher to ensure that materials are not misplaced in the wrong box.
- Order must be maintained within each box and within each folder. If you have a problem returning items to the original order, or if you find something out of order, please consult a staff member. Please replace documents you are not using, into folders and boxes as soon as possible, to avoid unnecessary exposure to light.
- Remember that archival materials are physical objects which must be protected, as well as being sources of information. All documents must be handled with care. When required, cotton gloves will be provided and must be worn. Special care must be taken with fragile, rolled, or oversize material. Photographs must never be removed from their protective sleeves. If you are having a problem with an item, please consult a staff member immediately.
- When possible, handle the enclosure rather than the documents themselves. (For example, remove a folder from a box rather than pulling out the documents.)
- Do not lean on documents or archives boxes since this causes stress and can result in irreparable damage.
- Do not place your note pad or computer on top of one or more documents.
- Do not annotate, mark, fold, tear, damage, or dirty the documents.



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- Any accident or damage to a document must be reported to the archive staff immediately.
- Misconduct or not respecting the rules may result in a researcher being refused further access to the Archives.

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